



Mitchell E. Daniels, Jr., Governor  
James W. Payne, Director

**Indiana Department of Child Services**  
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**Child Abuse and Neglect Hotline: 800-800-5556**

Date: July 1, 2005

To: All DCS Child Welfare Staff

Fr: James W. Payne, Director

Subj: New Four-Year License Terms and Change in Conditional Licensing Policy  
(DCS 05-07)

This is an announcement to inform you of law and policy changes relating to licensing of foster family homes, residential, and licensed child placing agencies (LCPA). Indiana Code has been changed through legislation to increase the term of a license from two (2) years to four (4) years. As a result, all foster family homes with a valid license were automatically converted in ICWIS to a four- (4) year license today, July 1, 2005. Any new licenses approved beginning today, July 1, 2005, will be effective for four (4) years.

The automatic extension of two (2) years will affect the following for workers and licensing staff:

- Resources that had a license status of expired, closed, suspended, revoked or had a probationary or conditional license were not converted to a 4-year license unless the resources had been submitted for approval for licensure in ICWIS.
- Resources that had a negative action of deny, failure to respond, relocate, transfer, voluntary closure or other were not converted to a 4-year license.
- Resources with a valid regular license and a resource status of active (license still in effect on and after July 1st and there was NOT a stop date) were extended an additional two (2) years from the end date of the license.
- If the license expired on or before June 30<sup>th</sup>, and had not been submitted for approval in ICWIS, it was not renewed through the automatic process.
- Any expired license that had been submitted for approval in ICWIS was extended two (2) years.
- Workers and licensing staff will not complete renewals for those licenses extended but shall complete annual reviews as a part of their normal process during the additional two (2) years.
- Any license (new or renewals) in the approval process (had been submitted for approval in ICWIS prior to today, July 1st) will be extended two (2) additional years. LCPAs should



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have sent the paperwork for this group to Central Office as a part of the normal process to be considered for the automatic two (2) year extension. Any new active regular license will be effective for the new four (4) year period.

- Beginning today, July 1, 2005, ICWIS will automatically calculate and end date that is four (4) years from the effective date on any new license except probationary licenses.
- Conditional licenses are no longer a valid option. Instead, Probationary licenses should be used. Existing conditional licenses will maintain conditional status until stopped or until the expiration date. If a secondary conditional license is required, a secondary probationary license shall be used instead.
- Beginning today July 1, 2005, ICWIS will automatically calculate the end date on any new probationary license for six (6) months from the effective date of the license.
- Central Office staff members are the only persons authorized to modify the end date of a license. Once the end date of a license has been modified by Central Office, the system will NOT automatically calculate the end date again. The end date will need to be manually adjusted to reflect the four (4) year license.
- Hard copies of new licenses and 335's reflecting the extension of the two (2) additional years will be generated and mailed out from Central Office Licensing in July.

Any questions relating to this policy should be referred to [Policy@dcs.in.gov](mailto:Policy@dcs.in.gov).



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